

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

Presiding Supervisor Marini called the Town Board Organizational Meeting, County of Wayne, State of New York, held at the Walworth Town Hall, 3600 Lorraine Drive, Walworth, NY to order at 7:30 PM with the Pledge to the Flag.

PRESENT:

Patricia Marini	Supervisor
Larry Ruth	Councilman
Vaughn Pembroke	Councilman
Suzi Hawkins-Mance	Councilwoman
Susie Jacobs	Town Clerk

ABSENT:

Judy Markowski	Councilwoman
Michael Frederes	Highway Superintendent

OTHERS PRESENT: Town Newspaper Reporter, and two (2) attendees.

MOMENT OF SILENCE:

A moment of silence was observed in memory of Ms. Debora Germain former Town Parks & Recreation Director.

RESOLUTION 01-14 - TOWN BOARD APPOINTMENTS:

Councilwoman Hawkins-Mance offered the following Resolution 01-14 to appoint the following:

Seconded by Councilman Pembroke to wit.

Zoning Board	Michael Bagne	term expires 12/31/2018
Zoning Board	Lou Villanova	term expires 12/31/2014
Zoning Board Counsel:	Boylan Code	term expires 12/31/2014
Planning Board:	Elaine Leasure	term expires 12/31/2018
Planning Board Counsel:	Boylan Code	term expires 12/31/2014
Parks & Recreation Committee	Bill Boyd	term expires 12/31/2018
Parks & Recreation Committee	Aimee Phillips	term expires 12/31/2018
Town Historian	Eugene Bavis	term expires 12/31/2014
Dog Control Officer	Lea Dill	term expires 12/31/2014
Attorney for the Town	Boylan Code	term expires 12/31/2014
Engineer for the Town	LaBella Associates	term expires 12/31/2014
Budget Officer	Patricia Marini	term expires 12/31/2014
Fire Marshall:	Norman Druschel	term expires 12/31/2014

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

Library Board of Trustee	Jim Brady	term expires 12/31/2015
Library Board of Trustee	Tammie Corso	term expires 12/31/2015
Planning/Zoning Board Alternate #1	Marlene Hall	term expires 12/31/2014
Planning/Zoning Board Alternate #2	Robert Plant	term expires 12/31/2014
Registrar of Vital Statistics	Susie Jacobs	term expires 12/31/2017
Records Access Officer	Susie Jacobs	term expires 12/31/2017
Records Management Officer	Susie Jacobs	term expires 12/31/2017
Health Officer	TBD	term expires 12/31/2016

Adopted this day of January 2014 at the meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

SUPERVISOR APPOINTMENTS:

Supervisor Marini made the following Appointments for 2014:

Suzi Hawkins-Mance	Deputy Town Supervisor
Barbara Kuelling	Clerk to the Supervisor

COMMITTEE APPOINTMENTS:

Supervisor Marini stated the Committee Appointments for 2014 will be, and submitted the following:

Councilman Larry Ruth:

Town Clerk
Historical Society
Personnel (Chair)
Drainage & MS4 (Chair)
Sewer
Negotiations

Councilman Vaughn Pembroke:

Recreation
Insurance
Sewer (Chair)
Cable TV
Safety
Drainage

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

Councilwoman Hawkins-Mance:
Planning Board
Zoning Board
Highway (Chair)
Personnel
Justice Court
Negotiations

Councilwoman Judy Markowski:
Assessment
Building
Library
Dog Control
Cemetery
Highway

RESOLUTION 02 -14 - JUSTICE COURT:
Councilwoman Hawkins-Mance offered the following Resolution 02-14 and moved its adoption.
Seconded by Councilman Ruth to wit:

BE IT RESOLVED that the Justice Court will be held at the Walworth Town Offices as follows:
1st & 3rd Wednesday - Regular Court at 7:00 PM
1st Tuesday - A.D.A. Court at 6:00 PM
4th Monday - A.D.A. Court at 9:00 AM

Dated this 2nd day of January, 2014 at the meeting of the Town Board.

Discussion: Councilman Ruth commented on the “sound factor” in the lower level during court times. A Court Schedule was supplied to the Town – not aware of any conflicts at this time.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 03 -14 - LEGAL PAPER DESIGNATION:
Councilwoman Hawkins-Mance offered the following Resolution 03-14 and moved its adoption.
Seconded by Councilman Pembroke to wit:

BE IT RESOLVED that the *Times of Wayne County shall remain* the legal newspaper for the Town of Walworth for 2014.

Adopted this day 2nd of January 2014 at a meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

RESOLUTION 04-14 - TOWN BOARD MEETINGS:

Councilwoman Hawkins-Mance offered the following Resolution 04-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

BE IT RESOLVED that the Town Board meetings will be held the first and third Thursday of each month at the Walworth Town Offices, 3600 Lorraine Drive, Walworth, at 7:30 PM with the exception of the first Thursday in the month of July and August.

Dated this 2nd day of January, 2014 at a meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 05-14 – EXPENDITURES:

Councilwoman Hawkins-Mance offered the following Resolution 05-14 and moved its adoption.

Seconded by Councilman Pembroke to wit:

BE IT RESOLVED that the following expenditures by department heads be authorized without Town Board approval.

Supervisor	\$2,000.00	Highway Superintendent	\$4,000.00
Town Clerk	\$2,000.00	Sewer Superintendent	\$4,000.00
Recreation	\$2,500.00		

Dated this 2nd day of January 2014 at a meeting of the Town Board.

Discussion ensued.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 06-14 – OFFICIAL DEPOSITORIES:

Councilwoman Hawkins-Mance offered the following Resolution 06-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

BE IT RESOLVED that the following banks be declared official depositories for Town Officials:

SUPERVISOR:	JP Morgan Chase, KeyBank
JUDGE YOUNG:	Citizens Bank (Charter One)
JUDGE MAJCHRZAK:	Citizens Bank (Charter One)

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

TOWN CLERK: JP Morgan Chase
 RECEIVER OF TAXES: JP Morgan Chase
 SEWER SUPERINTENDENT: JP Morgan Chase

Dated this 2nd day of January, 2014 at a meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 07-14 – ARTICLE 11 BRUSH, GRASS AND WEEDS:

Councilman Ruth offered the following resolution 07-14, and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

BE IT RESOLVED per Article 11 Brush, Grass and Weeds §128-3, regulation by Town Board: The Town Board may, by resolution, require a notice to be served upon owners ordering them to cut, trim or remove from the land owned by them brush, grass, rubbish or weeds, or to spray poisonous shrubs or weeds on such land pursuant to §64, Subdivision 5-a and §130, Subdivision 5, of Town Law.

BE IT FURTHER RESOLVED the Code Enforcement Officer be authorized to serve notice, when required, on property owners in violation of Article 11 Brush, Grass and Weeds per §128 – 3. However, prior authorization of mowing (which must be paid by the Town until collected with tax payment by the property owner or purchaser in the case of sale) by the Code Enforcement Officer with approval by the Town Supervisor would be required.

Adopted this 2nd day of January, 2014 at the meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 08-14 - CHECK-SIGNING:

Councilman Pembroke offered the following Resolution 08-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

BE IT RESOLVED that Supervisor and Deputy Supervisor be authorized to sign checks for monies deposited in the Official depositories Banks.

Dated this 2nd day of January, 2014 at a meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
 2 JANUARY 2014**

RESOLUTION 09-14 OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS:

Councilwoman Hawkins-Mance offered the following Resolution 09-14 and moved its adoption. Seconded by Councilman Pembroke to wit:

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we the Town Board of the Town of Walworth hereby require the Supervisor, Town Clerk, Receiver of Taxes, Town Justice(s), and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOVED that we, the Town Board of the Town of Walworth approve the document entitled "Town of Walworth Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

Adopted this 2nd day of January, 2014 at a meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 10-14 CAREY LAKE, LLC FIREWORKS:

Councilman Pembroke offered the following Resolution 10-14 and moved its adoption.

Seconded by Councilman Ruth to wit:

WHEREAS, that the Town of Walworth recognizes the need to encourage and foster existing businesses within the Town. As such, the Town recognizes that Carey Lake, LLC, operates a party and banquet facility located within the Town; and

WHEREAS, the property on which the business is located has very unique characteristics not found on other properties within the Town; and

WHEREAS, the property is 210 acres of mostly undeveloped land with a large body of water; and

WHEREAS, the property is located in a relatively low developed portion of the Town on Route 441 and is readily accessible and open to the public at large; and

WHEREAS, Carey Lake, LLC has contracted with Young Explosives Corporation for fireworks displays for the past 10 years. The displays are requested/contracted for activities such as wedding parties being held at the banquet house but have been available for general public enjoyment by anyone in the public wishing to view; and

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

WHEREAS, Carey lake, LLC has applied for a Fire Works Permit for a period not to exceed ONE YEAR, commencing the 1st day of January, 2014 and terminating on the 31st day of December, 2014, and

WHEREAS, the unique nature of the property affords public safety not readily available at other properties within the Town during the displays, and

WHEREAS, the Town requires notification to the Town Clerk of any potential Fireworks Displays; and that no Fireworks Displays should occur until notification has been completed;

NOW, THEREFORE, BE IT RESOLVED, that both parties have made it known to the Town Board that they wish to continue the contractual relationship;

BE IT RESOLVED, that given the unique property characteristics, its location available for general public enjoyment, the willingness of Carey Lake, LLC to publicly post notice in its restaurant and Town Hall regarding dates and times of displays, and provide copies of appropriate insurances to the Town Clerk, it is resolved that the Town of Walworth acknowledges the existence of and generally approves of such contractual relationship between these two parties in the year 2014.

Adopted this 2nd day of January 2014 at the meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

RESOLUTION 11-14 ESTABLISHING STANDARD WORK DAY FOR EMPLOYEES FOR THE NYS RETIREMENT SYSTEM:

Councilman Ruth offered the following Resolution 11-14 and moved its adoption. Seconded by Councilwoman Hawkins-Mance to wit:

The following was submitted:

Continued on the next page.

WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day
Resolution for Employees*
RS 2418
(Rev. 7/11)

BE IT RESOLVED, that the WALWORTH, Location code 3011605, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
TOWN SUPERVISOR	6
TOWN CLERK	6
HIGHWAY SUPERINTENDENT	6
COUNCILPERSON	6
TOWN JUSTICES	6
RECEIVER OF TAXES & ASSESSMENTS	6
TOWN COMPTROLLER	6
DEPUTY TOWN CLERK	6

On this 2ND day of JANUARY, 20 14

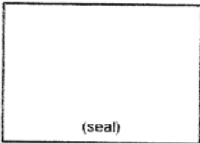
(Signature of clerk) Date enacted: JANUARY 2, 2014

I, SUSIE C. JACOBS, clerk of the governing board of the TOWN OF WALWORTH
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2ND day of JANUARY, 20 14 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that ____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the
TOWN OF WALWORTH
(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

**Standard Work Day
Resolution for Employees*
RS 2418**
(Rev. 7/11)

BE IT RESOLVED, that the WALWORTH, Location code 3011605, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/day)
CODE ENFORCEMENT OFFICER	6
BUILDING INSPECTOR	6
SOLE ASSESSOR	6
CLERK TO THE SUPERVISOR	6
RECREATION DIRECTOR	6
RECREATION ASSISTANT DIRECTOR	6
DEPUTY HIGHWAY SUPERINTENDENT	6
SEWER SUPERINTENDENT	6

On this 2ND day of JANUARY, 2014

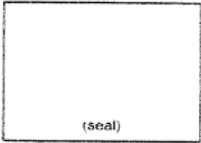
(Signature of clerk) Date enacted: JANUARY 2, 2014

I, SUSIE C. JACOBS, clerk of the governing board of the TOWN OF WALWORTH,
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2ND day of JANUARY, 2014, on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the
TOWN OF WALWORTH
(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

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WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014



Office of the New York State Comptroller
New York State and Local Retirement System
Employees' Retirement System
Police and Fire Retirement System
110 State Street, Albany, New York 12244-0001

Standard Work Day
Resolution for Employees*
RS 2418
(Rev. 7/11)

BE IT RESOLVED, that the WALWORTH, Location code 3011605, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

Title	Standard Work Day (Hrs/day)
ZONING BOARD MEMBER	6
PLANNING BOARD MEMBER	6
JUSTICE CLERK	6
CLERK	6
LABORERS	6
TECHNICIANS	6

On this 2ND day of JANUARY, 20 14

(Signature of clerk) Date enacted: JANUARY 2, 2014

I, SUSIE C. JACOBS, clerk of the governing board of the TOWN OF WALWORTH,
(Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 2ND day of JANUARY, 20 14 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 5 members, and that 5 of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto
Set my hand and the seal of the
TOWN OF WALWORTH

(Name of Employer)



*To be used for all employees. Please list Elected and Appointed Officials on the form (RS2417-A) Standard Workday and Reporting Resolution for Elected and Appointed Officials.

See Instructions for Completing Form on Back

Adopted this 2nd day of January 2014 at the meeting of the Town Board.

Roll call vote:	Supervisor Marini	Aye
	Councilman Ruth	Aye
	Councilman Pembroke	Aye
	Councilwoman Hawkins-Mance	Aye
	Councilwoman Markowski	Absent

Resolution carried.

**WALWORTH TOWN BOARD – ORGANIZATIONAL MEETING
2 JANUARY 2014**

MINUTES:

Motion by Councilman Ruth Seconded by Councilman Pembroke that the Minutes of December 19, 2013 as submitted by the Town Clerk are approved.

Adopted: Ayes 3 Marini, Ruth, Pembroke
 Absent 1 Markowski
 Abstention 1 Hawkins-Mance
 Nays 0
Motion carried.

PUBLIC PARTICIPATION:

Mr. Robert Plant congratulated the new Board and wished them all the best.

COMMITTEE REPORTS:

Council members reported on their respective committees with the following Town Board actions:

TOWN CLERK – TOWN CLERK APPOINTMENT – BETH HART, DEPUTY CLERK I:
Susie Jacobs stated she would like to appointment Ms. Beth Hart as Deputy Clerk I for 2014.

APPROVAL OF ABSTRACT #13:

The following was submitted by the Town Comptroller:

To: Walworth Town Board

From: Jean Johnson, Town Comptroller

Date: 2-Jan-14

Re: Abstract #13

Attached please find a copy of the Abstracts by Fund. I have audited all claims and will be transferring funds to cover payments by Fund as follows:

Voucher Numbers #1928-1988

General Fund	\$26,079.67
Highway Fund	\$36,523.35
Sewer Fund	\$20,352.85
Park Special Revenue Fund	\$178.71
Walworth Light District	\$213.99
Harvest Hill Light District	\$0.00
Gananda Light District	\$1,013.88
Brookside Light District	\$0.00
Orchard View Light District	\$0.00
Walworth Drainage	\$0.00
Water Ext#16, 17, 18	\$0.00
Total Abstract #12 Payments	\$84,362.45

Voucher Numbers #190-192

Trust & Payroll \$2,867.01

Checks will be issued on January 3, 2014.

** Last Vouchers to be paid out of 2013 Budget

Motion by Councilwoman Hawkins-Mance to approve Abstract #13 as submitted.
Seconded by Councilman Pembroke.

Adopted: Ayes 4 Marini, Ruth, Pembroke, Hawkins-Mance
Absent 1 Markowski
Nays 0
Motion carried.

RESOLUTION 12-14 FINANCIAL TRANSFERS:

Councilman Ruth offered the following Resolution 12-14 and moved its adoption.
Seconded by Councilman Pembroke to wit:

The following was submitted:

Be it Resolved, that the Town Comptroller be authorized to make the following transfers:

\$1,105.13 from DA5142.42 Highway Supplies to DA5142.41 Snow Removal
To cover current expenses
\$702.15 from A5132.44 Highway Garage Maintenance to A5132.42 Highway
Garage
Uniforms. To cover current expenses
\$261.28 from General Fund Balance to A5182.41 Intersection Lights
To cover current expenses
\$1,120.00 from General Fund Balance to A7310.43 Recreation New/Special
Programs
To cover current expenses. The funds to cover this transfer were
credited to
A3021 State Aid Grants

Adopted this 2nd day of January 2014 at the meeting of the Town Board.

Roll call vote: Supervisor Marini Aye
Councilman Ruth Aye
Councilman Pembroke Aye
Councilwoman Hawkins-Mance Aye
Councilwoman Markowski Absent
Resolution carried.

ADJOURNMENT:

Motion by Councilman Ruth to adjourn.
Seconded by Councilwoman Hawkins-Mance and unanimously carried.
Time: 8:05 PM.

Respectfully Submitted,

Susie C. Jacobs, MMC, RMC
Town Clerk